



# National Science Foundation

## *Competitive Position Vacancy*

**ANNOUNCEMENT NO:** C20010257

**OPEN:** 10/02/01

**CLOSE:** 10/31/01

**POSITION VACANT:** Secretary (OA), GS-318-7/8

**PROMOTION POTENTIAL:** GS-8

**LOCATION:** Directorate for Geosciences, Division of Ocean Sciences, Arlington, VA

**BARGAINING UNIT STATUS:** This position is included in the Bargaining Unit and will be filled in accordance with the merit staffing provisions of the Collective Bargaining Agreement, Article VII.

**AREA OF CONSIDERATION:** All Sources. This position is open to status and non-status candidates, as well as candidates eligible for appointment under special non-competitive appointing authorities.

**DUTIES AND RESPONSIBILITIES:** At the full performance level, the incumbent of this position:

- Maintains the Division Director's activity calendar, makes appointments, meetings, travel Arrangements and other commitments. Establishes and maintains Division-wide calendar for leave and travel for all OCE staff.
- Screens calls and visitors to the Division, responds to routine inquiries of an administrative nature not requiring research or technical knowledge. Utilizing his/her own judgment in routing calls and visitors.
- Controls all correspondence addressed to the Division Director; reads and routes correspondence to appropriate staff members. Review outgoing correspondence for proper format, grammar, spelling, punctuation and compliance with office procedures. Composes replies to non-technical correspondence and submits to supervisor for approval and signature.
- Completes all arrangements for official travel of the Division Director, initiating all actions essential to the confirmation of transportation and hotel reservations, rental cars, passports, and visas, health certification, foreign currency, etc. Completes travel vouchers and reports.
- Assists management with the work load at the Division level, coordinating own efforts with those in the Division office, assuring day-to-day operations.
- Utilizes personal computer to provide word processing, spreadsheets, and graphics support to the Division Director.
- Maintains a library of all NSF, Directorate, and Division issuances on Grants and Contracts Administration, Proposal and Award Processing, Financial Management, Conflict of Interest; Data Collection and Processing, Travel, Administrative Services, etc.

**QUALIFICATIONS REQUIRED:** The Qualification Standards Handbook for General Schedule Positions will apply. U.S. CITIZENSHIP IS REQUIRED. Applicants must possess one year of specialized experience equivalent to the the next lower grade level. Specialized experience: is secretarial or administrative experience which has equipped the applicant with the required knowledge, skills, and abilities to successfully perform the duties of the position, and that is typically in or related to the position to be filled. Time-in-Grade Requirement: Completion of one year of service in a position no more than one grade lower for which you are applying.

**QUALITY RANKING FACTORS:** Final ranking is based on an evaluation of your experience, education and training as they relate to the knowledge, skills and abilities specified in the Selective Factor, if any, and the Quality Ranking Factors. Current performance appraisal and awards may also be used in the evaluation process.

1. Knowledge of and the ability to coordinate priorities and commitments of an office (e.g. maintain calendars; schedule appointments; making travel arrangements; preparing background materials, etc.
2. Knowledge of grammar, spelling, punctuation, composition, and sentence structure to identify and correct grammatical errors and prepare material in final format.
3. Ability to communicate orally and in writing with individuals at all levels.
4. Skill in using computer software systems and various software packages in a windows environment sufficient to prepare spreadsheets and graphs, letters, memoranda, reports, and design forms.
5. Ability to deal effectively with the public and handle issues of a sensitive and confidential nature.

**BASIS FOR RATING:** Final ranking is based on an evaluation of your experience, education and training as they relate to the knowledge, skills and abilities specified in the Selective Factor, if any, and the Quality Ranking Factors. Current performance appraisal and awards may also be used in the evaluation process.

**CONDITIONS OF EMPLOYMENT:** Appointment to this position is contingent upon successful completion of the appropriate background investigation. Satisfactory completion of a one-year probationary period may also be required.

**HOW TO APPLY:** You may apply for this position with the *Optional Application for Federal Employment* (OF-612), the older *Application for Federal Employment* (SF-171), a resume, or other application format of your choice - so long as it contains the necessary information (summarized below). Status candidates must also submit a *Notification of Personnel Action* (SF-50), showing competitive status, and a current Performance Appraisal. In order to ensure full consideration, it is recommended that you submit a supplemental statement which specifically addresses how your background and experience relate to each Selective and Quality Ranking Factor listed on this announcement.

Status candidates who wish to be considered under both merit promotion and delegated competitive examining procedures must submit two complete applications. If only one application is received, it will be considered under the merit promotion program.

Applicants who are eligible for appointment under special non-competitive appointing authorities must clearly specify your specific eligibility and provide proof with your application. Otherwise, the application will be considered under competitive procedures.

Applicants applying for special selection priority under the Interagency Career Transition Assistance Program must submit proof of eligibility (i.e., RIF separation notice, Notification of Personnel Action (SF-50) stating you were separated by RIF, OR a letter from your agency documenting your special selection priority status); copy of your current performance appraisal; and documentation of promotion potential in the position from which separated. To be determined well qualified to receive special selection priority for this position, you must meet all qualification and eligibility requirements, all selective factors, and be rated at the above average level or higher in each quality ranking factor.

**Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after three years or more of continuous active service may apply. Veteran candidates should attach a copy of your DD-214; and, if applicable, Application for 10-Point Veteran's Preference (SF-15), along with documentation specified on the form. (This is not necessary for status candidates for consideration under merit promotion procedures).**

You must specify the job announcement number, and title and grade(s) of the job for which you are applying. You should also provide the following information: \* Your country of citizenship. \* Your social security number. \* Typing speed and number of errors per minute. \* Information about your education, including (1) high school graduation date and (2) college/university information - your major, and type and year of degree(s). If no degree, show total credits earned and indicate whether semester or quarter hours. \* Information about all your work experience related to this job, including job titles, duties and accomplishments, employer's name and phone number, number of hours worked per week, starting and ending dates (month and year), and annual salary. If you held various positions with the same employer, describe each separately. \* If you have Federal civilian experience, indicate the highest grade held, the job series, and dates held. \* The brochure *Applying for a Federal Job* provides information on the Federal job application process; it is available by calling the number listed below. **If your application does not provide all the information requested in the vacancy announcement, you may lose consideration for this job.**

The National Science Foundation provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed on this vacancy announcement.

Submit all application material to National Science Foundation, Division of Human Resource Management, 4201 Wilson Boulevard, Room 315, Arlington, VA 22230. Attn: Announcement Number C20010257. In addition to the required application materials, you are asked to complete and submit the attached Applicant Survey form. Submission of this form is voluntary and will not affect your application for employment. The information will be used for statistical purposes only. **ALL FORMS MUST BE RECEIVED BY THE CLOSING DATE OF THIS ANNOUNCEMENT.** For additional information call Myra Loyd , on 703-292-4363. Hearing impaired individuals may call TDD 703 -292-8044.

**NSF IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO EMPLOYING A  
HIGHLY QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION.**

**NATIONAL SCIENCE FOUNDATION  
APPLICANT SURVEY**

**OMB No. 3145-0096  
Expiration: August 2002**

Vacancy Ann. #: \_\_\_\_\_ Position Status (temporary/permanent): \_\_\_\_\_

Position Title/Series/Grade: \_\_\_\_\_

**INSTRUCTIONS**

Your completion of this form will be appreciated. Submission of this Information is voluntary and it will have no effect on the processing of your application. The data collected will be used only for statistical purposes to ensure that agency personnel practices meet the requirements of Federal law. Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0096. NSF estimates that each respondent should take about 3 minutes to complete this survey, including time to read the instructions. You may have comments regarding this burden estimate or any other aspect of this survey, including suggestions for reducing this burden. If so, please send them to NSF Reports Clearance Officer, Division of Administrative Services, NSF, 4201 Wilson Blvd., Arlington, VA. 22230.

**PRIVACY ACT INFORMATION**

**GENERAL** - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

**AUTHORITY** - Section 7201 of title 5 of the U.S. Code and Section 2000e-16 of title 42 of the U.S. Code.

**PURPOSE AND ROUTINE USES**

The information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Privacy Act Officer, National Science Foundation, Arlington, VA 22230.

1. Today's Date: \_\_\_\_\_ 2. Year of Birth: \_\_\_\_\_
3. How did you learn about the particular position for which you are applying? (Circle appropriate number.)
- |                                                                                         |                                                                           |
|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| 01 - Newspaper (specify)                                                                | 10 - Federal, State or local job information center                       |
| 02 - Contact with NSF Personnel Office<br>(Agency Bulletin Board or other Announcement) | 11 - State vocational rehabilitation agency or<br>Veterans Administration |
| 03 - NSF-initiated personal contact                                                     | 12 - State employment office                                              |
| 04 - Science Magazine, or other professional journal or magazine<br>(specify)           | 13 - School or college counselor or other official                        |
| 05 - Affirmative Action Register                                                        | 14 - Private job Information service                                      |
| 06 - Attendance at conference, meeting or job fair<br>(specify)                         | 15 - Private employment service                                           |
| 07 - NSF recruitment at school or college                                               | 16 - Friend or relative working at NSF                                    |
| 08 - Colleague referral                                                                 | 17 - Friend or relative not working at NSF                                |
| 09 - NSF Bulletin                                                                       | 18 - NSF website                                                          |
|                                                                                         | 19 - Internet or other website                                            |
|                                                                                         | 20 - Other (specify)                                                      |

4. Please select the racial/ethnic category with which you most closely identify yourself. (Circle the appropriate letter)
- A. **American Indian or Alaskan Native.** A person having origins in any of the original peoples of North America, who maintains cultural identification through tribal affiliation or community recognition.
  - B. **Asian or Pacific Islander.** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Korea, the Philippine Islands, and Samoa.
  - C. **Black, not of Hispanic origin.** A person having origins in any of the Black racial groups of Africa. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.
  - D. **Hispanic.** A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
  - E. **White, not of Hispanic origin.** A person having origins in any of the original peoples of Europe, North Africa or the Middle East. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origin.

5. Sex (Circle the appropriate letter.) F - Female M - Male

6. Please provide Information on your disability status by circling the appropriate category below:

1. I do not have a disability; 2. Hearing impairment; 3. Vision impairment; 4. Missing extremities; 5. Partial paralysis; 6. Complete paralysis; 7. Convulsive disorder; 8. Mental retardation; 9. Mental or emotional illness; 10. Severe distortion of limbs and/or spine; 11. I have a disability but it is not listed.

**FOR AGENCY USE**

Agency Code: \_\_\_\_\_

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